AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**COORDINATOR BUS DRIVER**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**AUX 7**	DUTY DAYS:	**260**	DATE REVISED:	**03/25/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

Three (3) years of school transportation experience is required. The ability to read and understand instructions for driving, maintenance, safety, District policies and procedures is required. Education requirements are not specified. Incumbent must be certified in the following: Commercial Driver's License (CDL-B), Texas School Bus Driver Training course (all kept renewed and current), Austin ISD Training Program for School Bus Drivers, Bus Driver Annual Physical Examination, and Texas Education Agency Motor Vehicle Record check. Employees in this position are subject to random drug testing.

SKILL REQUIREMENTS:

This position requires knowledge of motor vehicle laws, District Board policies and Austin ISD Transportation Department procedures. Ability to use maps and Global Positioning Systems (GPS) to follow routes and locate addresses. Incumbent must have knowledge of school bus equipment, operation, and maintenance. Incumbent must be able to read, write, and be able to maintain accurate written and computer records. Incumbent must have effective work habits and be able to communicate verbally and in writing with staff, school officials, student, parents, and the general public to encourage cooperation and respect.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent is responsible for training new bus drivers in accordance with school district policy and Texas Education Agency and Department of Public Safety guidelines; coordinate School Bus Driver routes, trips; supervise in capacity as needed; and perform as a substitute driver, monitor or dispatcher when needed. This role will be responsible for developing and implementing innovative and sustainable transportation strategies that conserve costs, reduce climate impact, and carbon intensity, and help AISD be responsible stewards of our environment.

ESSENTIAL FUNCTIONS:

- Train and instruct new School Bus applicants and provide C.D.L, defensive driving training, conducts State Certification Class, provides training in special education techniques, and instructs school bus drivers on routes and schedules.
- Coordinate planning and scheduling of route service for or with the central office staff.
- Teach School Bus Safety and Evacuation, Health and Safety procedures, student Behavior Management Techniques.
- Supervise and communicate with School Bus Drivers and monitors concerning Transportation Department policies, procedures, and problems.
- Perform as a liaison and problem solver between the transportation department and the community concerning transportation related problems.
- Supervise gas crew, seat crew, bus washing crew, oil and lube crew, and bus drivers on auxiliary trips; and assists in the input of vehicle maintenance, order parts, total gas sheets, check gas supply, repair bus radios.

- Perform accident investigations, dispatches, payroll, parking lot maintenance and determine probable cause in bus accidents. Photograph the scene and vehicles, gather all pertinent information at the scene and transport students taken to the hospital and contact parents.
- Attending meetings as needed to school concerns.
- Perform as a substitute or regular School Bus Driver or Monitor at all terminals as assigned. Operate vehicle in a safe and efficient manner. Observe all traffic laws and safety regulations for school buses.
- Perform emergency evacuation of students on bus when the situations warrant.
- Maintain discipline and use effective behavior management control over groups of students. Report student discipline problems to appropriate administrator and communicate with teachers and parents regarding student's behavior when warranted.
- Promote and practice intentional sustainability measures in the daily job responsibilities including but not limited to energy and water conservation, waste reduction, recycling, and composting to be a responsible steward of our environment and conserve District costs.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve possible exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Operate school bus; two-way radio; global positioning system (GPS); safety equipment including but not limited to flares, reflective signs, and fire extinguisher.

Posture: Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling

Motion: Prolonged driving; moderate walking; frequent climbing stairs and onto bumpers, grasping/squeezing, wrist and shoulder flexion/extension, and reaching

Lifting: Limited light lifting and carrying (less than 15 pounds) daily

Environment: Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; work around moving vehicles; regularly work irregular hours, and occasionally work prolonged hours

Mental Demands: Maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

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This position reports directly to the Supervisor of School Bus Operations; receives general directions and periodic supervision from the Supervisor of School Bus Operations. Incumbent is directly responsible for training School Bus Drivers and Monitors. Incumbent will provide guidance to Austin ISD Transportation Department, school principals and staff, parents and students, and the public.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	